

Software

Notebook
Internet Explorer
Mozilla Firefox
Microsoft Word
PowerPoint
Gmail
Adobe Reader

School Software (but I don't use)

Accelerated Reader
Read 180
First in Math

Windows 7

- F1: Help
- CTRL+ESC: Open **Start** menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)
- Windows Logo+TAB: scrolls through open windows

Notebook Software

crtl + D	clone
crtl + X	copy
crtl + V	past
crtl + Z	undo
crtl + M	blank page
crtl + 1	select
crtl + 2	pens
crtl + 3	creative pens
crtl + 4	eraser
crtl + 5	lines
crtl + 6	shapes

ctrl + 7	fill
ctrl + 8	text
ctrl + 9	magic pen

- zoom- use two finger and pull apart or push together
- right click- press and hold finger OR tap and touch with another finger
- large erase- draw big circle around the area and tap the center
- swipe finger to move between pages
- use palm to erase
- calligraphic pen smooths writing
- click on the toolbar with your finger and then a pen- you can draw a line/shape, etc and change the line size and color, etc.

Microsoft Word

Ctrl+shift+<	decrease font size one value
Ctrl+shift+>	increase font size one value
Ctrl+]	increase font size 1 point
Ctrl+[decrease font size 1 point
Ctrl+spacebar	remove paragraph or character formatting
Ctrl+shift+V	paste formatting only

- Add watermark or picture
Page layout → page background → select choice
- When you highlight text a small font window appears right above the selected text
- Capturing a screen
 - Set up your screen to look the way you want it to.
 - Press the **PrintScreen** key. This copies the screen to the Clipboard.
 - Start Word (if it is not already started) and position the insertion point where you want the screen inserted.
 - Press **Ctrl+V** to paste the contents of the Clipboard.
 - If you wanted to only copy and paste a single dialog box or the active window simply use **Alt+PrintScreen** in step 2.

PowerPoint

Ctrl+shift+F	change the font
Ctrl+shift+P	change font size

Ctrl+shift+> increase font size

Ctrl+shift+< decrease font size

- Slide show in a mini window
 - Hold down the **Ctrl** key while you click the **Slide Show** icon.
 - PowerPoint displays your slide show in a small window rather than full screen.
 - When you find something you'd like to change, click back in the main PowerPoint window.
 - The screen show window minimizes itself onto the window taskbar.
 - Do the necessary changes then click the **Slide Show** icon again to resume your mini-show with your most recent changes in place.

Mozilla Firefox

Alt+home go to home page

Alt+left arrow back a page

backspace

Alt+right arrow forward a page

F5 refresh

Esc stop loading page

Ctrl+ (+ or -) increase or decrease font size

Ctrl+enter quickly complete an address (computer hope turns to
http://www.computerhope.com

Shift+enter complete .net or .com address

Ctrl+shift+enter complete a .org address

Ctrl+shift+del open the clear data window to quickly clear private data

Ctrl+D add a bookmark for the current page opened

Ctrl+I display available bookmarks

Ctrl+J display download window

Ctrl+N open new browser

Ctrl+T open new tab

Ctrl+P print current page/frame

Ctrl+F4 or ctrl+W close the currently selected tab

Ctrl+shift+T undo the close of a window

Ctrl+tab move through each of the open tabs

Spacebar move down page at a time

Shift+spacebar moves up a page at a time

Alt+down arrow display all previous text entered in a text box and available options on
drop down menu

Gmail

C	compose new email
/	search- puts cursor in search box
N	next email
P	previous email
O or enter	opens conversation or expands or collapses message
X	select conversation
+	mark as important
-	mark and unimportant
!	report as spam
R	reply
A	reply all
F	forward
Ctrl+s	save draft
Shift+l	mark as read
Shift+u	mark as unread

<http://support.google.com/mail/bin/answer.py?hl=en&answer=6594>

- Firefox extension Dragdropupload allows you to drag an attachment and drop into the email
- Google notifier- icon on your desktop that alerts you of emails. You can scroll over and it will tell you the emails you have gotten.
- The annoyance of prompts from Outlook or Apple Mail with every mailto: link you click can be ended. This [Greasemonkey script](#) forces mailto: scripts to open Gmail. (Note: it's unclear whether this script is compliant with the newest version of Gmail.)